



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 8TH ARMY
UNIT #15236
APO AP 96205-5236

EACG

03 NOV. 2011

MEMORANDUM FOR All 8th Army Assigned Soldiers

SUBJECT: 8th Army Command Policy Letter #39 - Standardized Duty Day

1. References:

- a. 8th Army Standards Handbook.
- b. 8th Army Armistice Planning, Decision-Making, and Execution Cycle.

2. Purpose. To provide guidance and establish policy for a standardized duty day for Soldiers assigned to 8th Army.

3. Background. Soldiers should have a predictable work schedule while in garrison, allowing them to make plans with family and associates during off-duty hours. Additionally, it benefits all members of this command to establish a standard start and end to the duty day, facilitating the planning and execution of unit administrative functions and removing any uncertainty concerning what time the command expects its personnel to be on-duty on any given day. This policy establishes a standard start time for physical training (PT) across the command, prescribes a standard start and end to the duty day and provides guidance to secure exceptions to this policy.

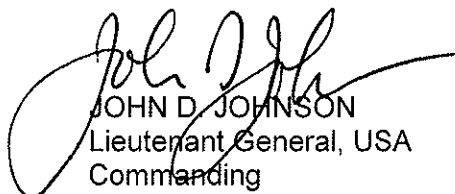
4. Policy.

a. The standard duty day for 8th Army Soldiers is 0600 to 1700. Physical training begins at 0600 and the first formation of the day is at 0900, allowing 75 minutes for personal hygiene. There is no requirement for an end of day formation at 1700.

b. This policy does not affect Sergeants' Time Training or Soldiers' Time, which will be conducted in accordance with existing policies.

c. In order to address specific unit training concerns, exceptions to this policy are acceptable with prior approval from Brigade Commanders or O6-level staff principals of Headquarters, 8th Army. Exceptions should be granted to account for unique unit requirements or special PT events.

5. Proponent. The Assistant Chief of Staff, G3/5/7, 8th Army is the proponent for this policy. The proponent can be contacted at commercial 011-822-7915-3408 or DSN 315-725-3408.


JOHN D. JOHNSON
Lieutenant General, USA
Commanding